

Ft Irwin EAP Newsletter

Happy New Year!!

Employee Assistance Program (EAP) can help!

When employees are experiencing on-going or overwhelming problems related to stress, family, emotional, alcohol or drug use, financial or other concerns, the EAP can help. Talking things over with a professional counselor can often provide a step in the right direction to resolve the issues that get in the way of handling a job or coping with day-to-day living. EAP info:

Areas of assistance: Diagnostic and short-term counseling. Covers emotional/mental stress that employees face, including but not limited to: substance and alcohol use/abuse and financial issues; not limited to work-related stress.

Who's eligible: Employees and dependents, including same sex

partners, are eligible for services; services can differ per location.

Restrictions: Typically, none too few, which encourage employees and dependents to seek help early; covers work- and off-duty related issues.

Services: Includes employee-focused counseling, treatment referral, and actual treatment; client follow-up and aftercare; supervisory consultation; crisis intervention; also includes various tailorable workshops for managers and leaders.

Cost: Typically, no additional cost. Insurance or medical programs can cover most referral options.

Marketing: EAP info disseminated through health fairs and outreach events, newsletters, training to both employees and supervisors, and networks with supervisors, HR Specialists, and Medical Personnel to facilitate appropriate referrals and dissemination of information.

Federal and state laws guarantee the confidentiality of client identity and records. The primary concern is that employees receive the assistance they need.

The Employee Assistance Program is covered under AR 600-85, The Army Substance Abuse Program. Refer to DA Pam 600-85, Chapter 2 for a discussion of comprehensive EAP services for civilians.

Taken from: **What's New? Civilian News!**

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Special points of interest:

- Employee Annual ASAP Training: 1.17.12, 0830-1030, Bldg 573

- Supervisor Annual ASAP Training: 1.31.12, 0830-1030, Bldg 573

- Monday January 16-Holiday, ASAP is Closed

- In accordance with AR 600-85, all civilians will have a minimum of 2 hours of alcohol and other drug awareness training per year.

New Year Resolutions for Stress Relief

Around the first of the year, most of us begin turning our attention to ways we can improve our lives. While resolutions often center on developing new habits that will get us into better physical shape, reducing stress and getting into better

mental and emotional shape can provide huge rewards. This year, it might be wise to incorporate new habits that will reduce stress and increase happiness and overall life satisfaction. Get Enough Sleep; Have a Hobby; Invest in Your Social

Circle; Get More Music In Your Life; Cull Your Clutter; Have Some Quick Stress Relievers On-Hand; Have a Long-Term Stress Relief Practice; Cultivate Optimism; Reduce Job Stress; Have a Plan for the Future.

Taken from: **Stress Management**

Seven Qualities Found in a Good Leader

1. A good leader has exemplary character. It is of utmost importance that a leader is trustworthy to lead others. A leader needs to be trusted and be known to live their life with honesty and integrity. A good leader "walks the walk" and in doing so earns the right to have responsibility for others. True authority is born from respect for the good character and trustworthiness of the person who leads.
2. A good leader is enthusiastic about their work or cause and also about their role as a leader. People will respond more openly to a person of passion and dedication. Leaders need to be able to be a source of inspiration, and be a motivator towards the required action or cause. Although the responsibilities and roles of a leader may be different, the leader needs to be seen to be part of the team working towards the goal. This kind of leader will not be afraid to roll up their sleeves and get dirty.
3. A good leader is confident. In order to lead and set direction a leader needs to appear confident as a person and in the leadership role. Such a person inspires confidence in others and draws out the trust and best efforts of the team to complete the task well. A leader who conveys confidence towards the proposed objective inspires the best effort from team members.
4. A leader also needs to function in an orderly and purposeful manner in situations of uncertainty. People look to the leader during times of

Seven Qualities, cont'd

- uncertainty and unfamiliarity and find reassurance and security when the leader portrays confidence and a positive demeanor.
5. Good leaders are tolerant of ambiguity and remain calm, composed and steadfast to the main purpose. Storms, emotions, and crises come and go and a good leader takes these as part of the journey and keeps a cool head.
 6. A good leader as well as keeping the main goal in focus is able to think analytically. Not only does a good leader view the situation as a whole, but is able to break it down into sub parts for closer inspection. Not only is the goal in view but a good leader can break it down into manageable steps and make progress towards it.
 7. A good leader is committed to excellence. Second best does not lead to success. The good leader not only maintains high standards, but also is proactive in raising the bar in order to achieve excellence in all areas.
- A good leader whether they possess these qualities or not, will be diligent to consistently develop and strengthen them in their leadership role.

Taken from: Groco.com/readingroom

January is National Blood Donor Month

January is National Blood Donor month. Why donate blood? The need is constant and your contribution is important for a healthy and reliable blood supply. The requirements for giving blood are:

Must be 17 years or older

Must be in good health

Must weigh at least 110 pounds

Must bring ID with you when donating

Drink an extra 16 oz of liquid before and after donating.

Here is a list of blood drives in the local area.

January 10, 2012- 11 am– 5 pm- Four D College; 16534 Victor St; Victorville, CA

January 5, 2012- 8:30 am– 2:30 pm

Holy Family Church; 9974 I Ave, Hesperia, CA

January 20, 2012- 1pm– 7pm; Calvary Chapel; 15081 Center St, Victorville, CA

Sexual Harassment

It is unlawful to harass a person (an applicant or employee) because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.

Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's superi-

sor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.



Taken from: US EEOC Newsletter

This and That



Desert Sanctuary

One of the best ways to stop feeling sorry for yourself or to stop focusing on your problems is to do something for someone else. For those who are too busy to volunteer, there is another way to help someone locally.

Desert Sanctuary is a Domestic Violence Shelter in Barstow which houses and provides education and many other ser-

vices for women and children domestic violence victims. The shelter is always in need of toiletry items. Toilet paper, shampoo and soap are just a few. Maybe you might have extra from a hotel you recently visited or you are overstocked at your home. You don't need donate a lot of items, but every bit counts. The shelter is open Mondays through Fridays from 9:00 a.m. until 5:00 p.m. The shelter is

located at 703 E. Main Street in Barstow.

"No act of kindness, however small is ever wasted". Aesop

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Happy Holidays!!

Basic EAP services include free, voluntary, short term counseling and referral for various issues affecting employee mental and emotional well-being, such as alcohol and other substance abuse, stress, grief and family problems, and psychological disorders. EAP counselors also work in a consultative role with managers and supervisors to help address employee and organizational challenges and needs. EAP services are available to DA Civilians including NAF/AF and their family members, military dependents, military retirees and their family members.

Underage Alcohol Usage: Soaking Gummy Bears in Alcohol is the Newest Trend For Teens

One of the scariest things about raising teens is the possibility that they might be influenced to drink. You can warn them of the dangers and consequences until you're blue in the face, but sometimes, peer pressure gets the best of them. The American Academy of Pediatrics found that more than four million adolescents drink alcohol in any month.

And what's more frightening, is how clever they've become about hiding that act from parents. Once upon a time, teens stole alcohol from their parents, so keeping a close watch on your own liquor cabinet was a fine way to curb the problem. But today, their creativity puts the old trick of refilling bottles with Sprite to shame. And the latest trend in undercover drinking is especially savvy—especially around Halloween.

Teens are using gummy candy (bears and worms to be exact) to get drunk. They soak the candy in alcohol, Kel-



oland.com reports.

Darcy Jensen from Prairie View Prevention Services in South Dakota works with school districts to prevent teen drinking as part of the "Parents Matter" campaign. She sent out a warning last week to warn

them about the trend. It's important for parents to be aware so they can spot if their teen has tried it, she says.

"Maybe someone has offered the candy and they didn't even know. So telling the kids ahead of time this could be something to be aware of is important", Jensen said.

And though it's hard to see the positive side of teens becoming sneakier when it comes to something as dangerous as underage drinking, a trend like this can be used to open communication on the topic. "It's a good conversation starter to talk about the whole issue of alcohol and underage drinking and the hazards", Jensen said.

Huffington Post 10/12/11